



Title: X, Office of Personnel Management, Federal Employees Health Benefits, Centralized Enrollment Clearinghouse System (CLER) Manual

Chapter: 1, CLER for Agencies

Bulletin: CLER 04-1, Revision of the CLER for Agencies Procedure

Date: November 24, 2004

To: Holders of the CLER for Agencies Procedure

The CLER for Agencies procedure has been updated to incorporate system and procedure changes. The changes affecting users are summarized below.

System Enhancements

- The Reports search criteria pages now give users the option of omitting totals from the reports they produce.
- System codes now include Reconciliation Reason Codes 590 and 591.
- On the Payroll Office Enrollees View and Payroll Office Enrollees Reconcile pages, a short definition is displayed next to the codes in the Discrepancy, Reconciliation Reason, Reconciliation Action, and Corrective Action fields.
- The CLER Logon page displays links to information about the CLER application's accessibility and security.
- Agency users can display the Carrier Enrollees, Carrier Enrollees Search Results, Carrier Enrollees View, and Payroll Office Enrollees Validate pages to query, view, and assist in resolving carrier enrollee records marked with Discrepancy Code 160.
- The Carrier Enrollment Codes Search Results and Carrier Enrollment Codes View pages now display the Region field.
- Discrepancy Listing (Report 1) under the Reports section has been renamed Payroll Discrepancy Listing.
- Carrier Discrepancy Listing (Report 12) has been added to the Reports section.

Procedure Enhancements

- **Formatting Enrollment Data Files For Transmission To CLER and Timeline For CLER Quarterly Reconciliation** have been updated to include information about how users can get copies of the CLER Payroll Office Enrollment File Layout and Quarterly Reconciliation Timeline documents.

- **Transmitting Enrollment Data Files To CLER** has been updated to include the most current list of methods available to agencies for transmitting FEHB enrollment data files to CLER.
- **Forms Field Descriptions And Instructions** has been updated to incorporate changes to the field completion requirements for CLER 2809 and 2810 data entry pages.
- **Glossary** has been updated to include computer and Internet technology definitions.

The CLER for Agencies procedure, which is available online at the NFC Web site, has been updated to include the information in this bulletin. Changes in the procedure are identified by “►◄”. To view and/or print this procedure, go to the NFC Home Page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by System Acronym**, then search for **CLER for Agencies** on the list provided.

Please refer questions about the CLER system to the CLER Operations and Reconciliation Unit at **504-255-3270** or via e-mail at nfc.cler@usda.gov.



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